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NAVAL EDUCATION AND TRAINING SECURITY
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IMSO BULLETIN

BULLETIN NO.: 10 – 004

DATE: 18 AUGUST 2010

Subject: Guidance for Student Control Numbers, Foreign Identification Numbers, and Identification Cards

REFERENCE: BUPERSINST 1750.10 (Series)

Effective Date: Immediately

Bulletin Type:	X	ACTION		POLICY		INFORMATION
		New	X	Modification		Cancellation

Summary.

A Student Control Number (SCN) is automatically assigned to an International Military Student (IMS) upon registration in the Security Assistance Network (SAN). A Foreign Identification Number (FIN) is assigned to most IMS upon arrival in the United States for training. The FIN is used to issue an Identification Card to an IMS, in accordance with reference instruction. The FIN is also used to enroll the IMS into the Corporate Enterprise Training and Resource System (CETARS). An SCN cannot be used in CETARS, and on those occasions when a FIN is not assigned to an IMS, the NETSAFA Quota Manager enrolls the IMS into CETARS with a “place holding” FIN. Enclosure (1) is a revision to the IMSO Guide, which updates the guidance regarding SCNs, FINs, and CETARS.

Background.

The IMSO Guide Para. 2.4.5.A.1 states that “The SCN is assigned when a FIN is not issued, and is used for student tracking purposes in training systems such as CETARS, NITRAS, TRACKS, etc.” This guidance has been superseded by the automated Security Assistance Network (SAN), which assigns a SCN to all IMS upon enrollment, before the IMS arrives in the United States. Furthermore, the SCN is not used in CETARS due to formatting differences.

The FIN is assigned to most IMS upon arrival in the United States for training. The FIN is the same format as a Social Security Number (beginning with a “900” series number). The FIN is also used to enroll an IMS into CETARS.

Action.

1. On those occasions when an IMS is not issued a FIN, the SCN is used as an identification number on the ID Card, and should appear underneath the IMS’s photo.
2. If an IMS is not issued a FIN/ID Card, the IMSO should inform the NETSAFA Quota Manager (Ms. Cheryl King at cheryl.king1@navy.mil, Comm. (901) 874-5878, DSN 882-5878, who will assign a 9-digit control number (SCN) for enrollment of the IMS into

CETARS. In the event Ms. King is not available, contact the Naval Education and Training Professional Development and Technology Center (NETPDTC), Code N615, Comm. (850) 452-1001 ext. 1317, DSN 922-1001 ext. 1317.

3. IMSO's should use Enclosure (1) to revise their copy of the IMSO Guide. The IMSO Guide on the NETSAFA Website will also be revised.
4. Questions regarding this matter should be forwarded to Ms. Rosey Taylor, NETSAFA IMSO Support, at rosey.taylor@navy.mil, Comm 850-452-8810 DSN 922.

AUTHORIZING SIGNATURE:



Enclosure (1) Revision to USN IMSO Guide

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